

ORDINANCE NO. 2013-25

Update sections of the Personnel Ordinance to address vacation, holiday and voluntary benefit matters

WHEREAS, Personnel Ordinance, Section HR0130, states that the Personnel Ordinance shall be reviewed every January by the Human Resources Committee of the County Board, and

WHEREAS, the Human Resources Director recommends changes to various sections of HR0600, Benefits, addressing vacation and holiday carryover matters and consolidating voluntary benefit sections.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0690, Vacation With Pay, of the Personnel Ordinance shall be amended as follows:

HR0690

VACATION WITH PAY.

- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12/2013]
- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12/2013]
- G. Employees who have 8 hours or less in their vacation bank on December 31 shall be able to carry over this time, with department head approval, to be used by January 20 or be forfeited.
- ~~G.H.~~ Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the month of December. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited.
- ~~H.I.~~ A report summarizing approved requests shall be made to the Human Resources Committee.

- ~~I.J.~~ Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21]

Section 2. Section HR0645, Holidays, of the Personnel Ordinance shall be amended as follows:

HR0645 **HOLIDAYS.** [am. 12/13/11, ord. 2011-21]

- A. All eligible employees shall be allowed the following days with pay, pro-rated for eligible part-time employees, working at least half-time: [am. 12/13/11, ord. 2011-21]

New Year's Day	Floating Holiday
Spring Holiday, as determined annually by the Human Resources Committee <u>the County Administrator and</u> <u>Human Resources Director</u>	Thanksgiving Day
	The day after Thanksgiving
	December 24
	Christmas Day
Memorial Day	
Independence Day	
Labor Day	

- B. Nonrepresented Sheriff's Department staff shall follow their respective union contract schedule. [am. 12/13/11, ord. 2011-21]
- C. In lieu of the paid holidays above, Communications Operators and Cooks in the Sheriff's Department, 9-month Seasonal Maintenance Workers in the Parks Department, and Intake/On-call Workers, Group Home Workers and the Lueder Haus Supervisor at Human Services, shall receive ten (10) floating holidays each year. Such days are to be taken at the discretion of the employee subject to the approval of the supervisor. Such employees shall work if scheduled on any day otherwise observed as a holiday by other County employees without additional compensation. Employees who have not used all of their holidays shall have them automatically paid out, on the first pay period in January at the previous year's rate in effect on December 31st. Holidays may be carried over into the new year upon approval of the County Administrator, used by March 1 or be forfeited. [cr. 12/13/11, ord. 2011-21]
- D. When a paid holiday falls on Saturday, the next preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21]
- E. When an employee is required to work on a designated holiday or works extra hours during the week of a designated holiday, holiday hours which would be compensated in accordance with policy so as to exceed a total of 40 hours for the week may be banked for the employee's use at a mutually agreeable time. This section does not apply to exempt employees receiving random hours. [am. ord. 85-10, 7/9/85; ord. 2002-33, 3/11/03; ord. 2010-29, 3/14/11, renumbered 12/13/11, ord. 2011-21]
- F. Except as provided in HR0645 (C), unused holidays cannot be carried over from one year to the next. Unused holidays shall be deemed waived. An exception will be considered for new employees hired in November or December who can demonstrate that they did not have a reasonable opportunity to use the floating holiday. These employees may request carryover with approval by the department head, Human Resources Director and County Administrator. Also, in exceptional circumstances, such as when December 24 or December 25 are the

holidays affected by the emergency, the County Administrator may allow an employee to carry the unused holiday time into the next ensuing year. Such holiday time shall be used by March 1 of the succeeding year. A report summarizing approved requests shall be made to the Human Resources Committee [am ord. 2002-33, 3/11/2003; ord. 2003-27, 12/9/03; ord. 2006-35, 2/14/06; renumbered & am. 12/13/11, ord. 2011-21].

Section 3. Delete Sections HR0625, Deferred Compensation, HR0630, Disability Insurance, and HR0670, Section 125B Plan; amend Section HR0650, Life Insurance; and create Section HR0695, Voluntary Benefits, as follows:

HR0625 ~~**DEFERRED COMPENSATION.** The County will offer employees an IRS qualified deferred compensation plan in which participants can defer some of their annual income (up to an annual limit), and which contributions and earnings are tax deferred until withdrawal. [Resolution 1982-115]~~

HR0630 ~~**DISABILITY INSURANCE.** [am 11-12-2013, ord 2013-18] An employee who is regularly assigned 600 or more hours annually is eligible for disability insurance. The County will offer eligible employees the opportunity to participate in a voluntary long term disability insurance plan. The full cost of participating in the long term disability plan will be paid for by the employee. The Human Resources Committee may approve vendor or plan changes when desirable.~~

HR0670 ~~**SECTION 125B PLAN.** The County will offer a Section 125 Plan which employees may utilize for insurance premiums, unreimbursed medical expenses or dependent care expenses. The Administrator for this plan will be reviewed on a regular basis and approved by the Human Resources Committee. The County Administrator may approve plan changes as necessary to keep it qualified. [Res. 2001-51, 10/9/01]~~

HR0650 **LIFE INSURANCE.** The County of Jefferson shall participate in the state group life insurance plan for employee life, spousal and dependent children coverages. Eligible employees shall pay their required premium and the County shall pay its required premium for the basic plan. Eligible employees will also have the option of increasing their life insurance to three (3) times their annual salary by electing supplemental and one additional unit. For all coverage other than the basic plan, the employee will be responsible for the full cost of the life insurance. ~~In addition, eligible employees may elect to participate in the Universal Life plan.~~ [am. ord. 2006-30, 03/13/07]

HR0695 **VOLUNTARY BENEFITS.** Employees regularly scheduled to work 600 or more hours annually may elect to participate in the County's voluntary benefit plans, unless as otherwise required by the benefit plan. The Human Resources Committee may approve vendor or plan changes when desirable, providing there is not a financial or negative impact to the County or employees, or the vendor/law requires full County Board approval. The County Administrator may execute amendments to such plan and the Human Resources Director shall act in the capacity of the plan administrator.

A. **DEFERRED COMPENSATION.** The County will offer employees an IRS qualified deferred compensation plan into which participants can defer some of their annual income (up to an annual limit), and which contributions and earnings are tax-deferred until withdrawal. [Resolution 1982-115]

B. **DISABILITY INSURANCE.** [am 11-12-2013, ord 2013-18] An employee who is regularly assigned 600 or more hours annually is eligible for disability insurance. The County will offer eligible employees the opportunity to participate in a voluntary long term disability insurance plan. The full cost of participating in the long-term disability plan will be paid for by the employee.

The Human Resources Committee may approve vendor or plan changes when desirable.

C. **LIFE INSURANCE.** In addition to Group term life insurance, the County will offer a Universal Life policy.

D. **SECTION 125B PLAN.** The County will offer a Section 125 Plan to employees eligible for health insurance, which employees may utilize for insurance premiums, unreimbursed medical expenses or dependent care expenses.

Section 4. This ordinance shall be effective after passage and publication as provided by law.

Adopted by the Jefferson County Board of Supervisors this 11th day of February 2014.

s/John Molinaro

John Molinaro

Chair

ATTEST:

s/Barbara A. Frank

Barbara A. Frank, County Clerk

Published this _14th____ day of February 2014.

Ayes__voice vote__ Noes____ Abstain____ Absent____ Vacant____

Requested by
Human Resources Committee

02-11-14

Terri Palm-Kostroski: 02-05-14; 02-06-14
Philip Ristow: 02-06-14